

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 12, 2021**

Present:	Barbara Cannon	President
	Joan George	Vice President
	Frank Weber	Trustee
	Kevin Borsilli	Trustee
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Felisha McEachern	Interim Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Annette Kwiecinski	Trustee

Guests: Library Attorney Christopher Parton
Joe Korman of PC Visions
Several Library Staff Members via Zoom

The President called the meeting to order at 7:00 p.m. and announced the meeting has been advertised in accordance with the Open Public Meetings Act, and is publicly accessible in accordance with the Open Public Meetings Act and the Department of Community Affairs Local Finance Notice 2020-21.

Minutes

Motion: made by Kevin Borsilli, seconded by Joan George to approve the April 1, 2021 Special Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo and Frank Weber. Rocco Celentano abstained.

Motion: made by Kevin Borsilli, seconded by Joan George, to approve the April 1, 2021 Executive Session Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo and Frank Weber. Rocco Celentano abstained.

Motion: made by Kevin Borsilli, seconded by Joan George, to approve the April 14, 2021 Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo and Frank Weber. Rocco Celentano abstained.

Motion: made by Kevin Borsilli, seconded by Joan George, to approve the April 14, 2021 Executive Session Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo and Frank Weber. Rocco Celentano abstained.

Personnel

Motion: made by Joan George, seconded by Frank Weber to approve the term extension of Felisha McEachern as Interim Library Director through June 27, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the recall of Librarian Lauren Parnagain effective May 18, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Finance

Motion: made by Frank Weber, seconded by Kevin Borsilli, to approve the May 12, 2021 bill listing in the amount of \$95,519.19. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Old Business

Virtual Programming Update

Ms. McEachern announced Librarian Jacklyn Kulesa has been scheduling several virtual programs via the Library's Facebook Page. On Saturday May 8, 2021 a curbside program was held. The week of May 3, 2021 was Children's Book Week and interactive programs on Facebook were held by Mrs. Kulesa which included Bingo and Trivia and a prize table was set up in the Lobby. Ms. McEachern stated there were 42 participants. Ms. McEachern reported there was an average of 50 people watching Storytime for the month of April. Ms. McEachern reported Mrs. Kulesa introduced craft videos that averaged 175 views. Ms. McEachern stated with Librarian Lauren Parnagain returning they will be able to add to these programs as well as Teen programs.

Removing Furniture and Fixtures from Laurence Harbor

Mrs. Cannon stated there are no updates at this time.

New Business

HVAC Maintenance Contract Quotes

Mrs. Cannon reported all the quotes were evaluated. Mrs. Cannon stated Hannah installed the units and are familiar with them. Mr. Weber stated the previous vendor H.G. Clarke had always been consistent and provided good service. Dr. George agreed H.G. Clarke has been consistent and reliable.

Motion: made by Frank Weber, seconded by Rocco Celentano to accept the HVAC Maintenance proposal from H.G. Clarke Air-Conditioning Service Co. in the amount of \$8,800. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Technology Services

Mr. Borsilli announced the Technology Committee had met a number of times over the past month. Mr. Borsilli reported they received four estimates and narrowed it down to who appeared to be the two best qualified vendors. Mr. Borsilli stated they are recommending PC Visions. Mr. Borsilli went over all items covered in the proposal. Mrs. Cannon stated she did attend most of the meetings and said the Committee worked very hard and did a thorough job in evaluating the vendors.

Motion: made by Kevin Borsilli, seconded by Frank Weber to accept the proposal from PC Visions in the amount of \$8,300 for Technology Services. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Directors Report

Calendaring Products

Ms. McEachern announced they have completed the set-up of the calendaring product Setmore. Ms. McEachern stated they are in the process of entering all of their upcoming appointments. Once this task is completed, a link will be uploaded on to the Library website for people to schedule their passport appointments.

HVAC Training

Ms. McEachern announced she and Custodian Robert Urbanski have completed the computer training of the HVAC automatic temperature control.

ESL Program

Ms. McEachern announced the month of May consisted of 54 ESL Students along with 10 tutors. Ms. McEachern indicated Librarian Dena Price is in the process of putting together a summer session.

Janitorial Bid

Ms. McEachern reported she received the Janitorial Bid on May 6, 2021 and announced a walk-thru is scheduled for May 18, 2021.

Browsing Appointments

Ms. McEachern announced browsing appointments have remained steady.

Committee Reports

Buildings & Grounds

No report.

Finance

Mr. Weber reported they have made progress with the Budget. Mr. Weber went over some of the items they were working on and noted it should be ready for the June meeting.

Outreach/Marketing

No report.

Policy

No report.

Technology

No report.

Personnel

Dr. George stated they are waiting for a signed contract from the Supervisory Unit. Mr. Parton stated he delivered the clean and final copy to Debbie Parks today and the Board should take action to ratify at the regular June meeting.

Executive Session

Motion: made by Frank Weber, seconded by Joan George, to go into Executive Session at 7:26 p.m. to discuss matters of personnel. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

The Board came out of executive session at 7:58 p.m. The following action was taken:

Motion: made by Joan George, seconded by Frank Weber to adjust the Library's operating hours to 10:00 a.m. to 6:00 p.m. Tuesday through Friday and 10:00 am to 5:00 p.m. on Saturday. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo and Frank Weber.

Mrs. Cannon announced it was discussed to raise the browsing limit from 6 people to 12 people and staff will continue to be flexible with accommodating people without appointments that come to the door to browse.

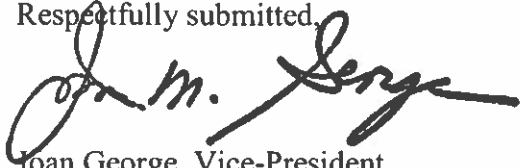
Public Comments

Member of the Public Chirag Jay Patel questioned when the Library would open without requiring appointments and pointed out some neighboring Libraries no longer require appointments.

Adjournment

Motion: made by Frank Weber, seconded by Rocco Celentano to adjourn the meeting at 8:03 p.m. All in favor

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joan M. George". The signature is written in a cursive style with a long horizontal stroke at the end.

Joan George, Vice-President

Library Board of Trustees

Date Approved: June 9, 2021

Transcribed from tape by Linda Reynolds

Reviewed by: Felisha McEachern and Joan George

John W. Johnson